GEORGE ABBOT SCHOOL

Policy Title:	**Examinations Policy**
Author:	**Examinations Manager**
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School Mission Statement:
Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.

The purpose of this examinations policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best of interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

Every candidate should be encouraged to complete examination/course preparations and coursework to the best of their ability.

George Abbot (Centre) is responsible for ensuring all candidates have the best possible chances of success in examinations and that candidates are not disadvantaged by organisational or curricular failures.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

The examinations policy will be reviewed annually by the Senior Leadership Team (SLT) and Examinations Manager.

The Centre will follow Joint Council for Qualifications (JCQ) regulations or other relevant awarding body regulations throughout its public exams process:

- JCQ General Regulations for Approved Centres
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ Guide to the Special Consider Process
- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Post Result Services
- JCQ Instructions for Conducting A Level & GCSE Modern Foreign Language (MFL) Listening examinations
- JCQ Instructions for Conducting Non-Examination Assessments (NEAs)
- JCQ Instructions for Conducting Coursework
- JCQ Suspected Candidate Malpractice Policies & Procedures
- JCQ AI Use in Assessments: Protecting the integrity of qualifications
- JCQ Notice to Centres – Informing candidates of their centre-assessed marks
- JCQ Plagiarism in Assessments – Guidance for Teachers/Assessors
- JCQ Cyber Security Guidance for Centres

1. Exam Responsibilities

1.1 Head of Centre

- Overall responsibility for the school as an exam centre
- Delegates responsibility to the Examinations Manager for the efficient and timely administration of the exam process.

1.2 Examinations Manager

Within this policy "Examinations Manager" is authorised by the Head of Centre to carry out duties including, but not limited, to the following:

- Operate within JCQ regulations, retain copies of all instructions and make available to Centre staff, Invigilators and candidates as requested
- Inform SLT, Inclusion Managers (IMs), Heads of Years (HOYs), Heads of Departments (HODs) and other relevant support staff of examination information
- Maintain systems and processes to support the timely submission of exam entries to exam boards
- Ensure statements of entry are provided to all candidates advising them of the exam entries made on their behalf
- Ensure candidates are provided with information on result day processes and the services available prior to the publication of results
- Produce and distribute seated exam timetables to candidates
- Receive and check reports from exam boards
- Ensure candidates/parents/carers have a point of contact for all queries relating to exams
- Ensure candidates are fully aware of JCQ regulations and the expectations of them during the exam process
- Consult with SLT, HODs/Subject Teachers to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines
- Collate information on estimated entries and inform exam boards accordingly
- Receive, check and securely store all exam papers, pre-release material and exam stationery prior to the exam day in the Centre's secure storage facility
- Securely store all completed scripts and arrange for their appropriate dispatch for marking
- Make and track online applications for special considerations
- Identify and manage exam timetable clashes
- Provide suitable Access Arrangements for candidates that have been identified by the SENCO/Deputy SENCOs/Specialist Assessors and in accordance with agreed Centre practices (see Section 6)
- Manage the external invigilators, including training and monitoring to ensure responsible conduct during exams
- Manage volunteers who read/scribe for candidates to ensure responsible conduct during exams
- Investigate and appropriately report claims of suspected malpractice
- Account for income and expenditures relating to all exam costs
- Arrange for dissemination of exam results and certificates to candidates
- Manage all Post Results Services/Appeals
- Arrange for Certificate distribution to candidates.

1.3 Head of Departments (HODs)

- Accurately inform the Examinations Manager of specification information e.g. specification codes and component numbers
- Accurately inform the Examinations Manager of estimated and actual entries
- Provide the Examinations Manager with exam entry information before the appropriate deadlines
- Immediately inform the Examinations Manager of entry amendments or late entries
- Check entry information provided by the Examinations Manager and promptly report discrepancies and required changes
- Ensure that necessary coursework/non-exam assessment documentation is completed and submitted on time and in accordance with JCQ guidelines
- Timely dispatch of coursework (CW)/controlled assessments (CA)/non-examination assessments (NEAs)

to the moderator and safe storage on its return
- Inform the Examinations Manager of any anomalies regarding CW/CA/NEAs
- Provide guidance to candidates regarding exam entries or amendments to entries
- Involvement in post-results procedures – identify applicable students
- As appropriate inform the SENCO/Deputy SENCOs/Specialist Assessor of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Inform candidates of their Centre Assessed Marks before these are submitted to the exam boards. Ensure candidates are aware of the 3 working day deadline to raise a Review of Centre Assessed Marks advising that marks could go up or down following such a request
- Candidates to be informed that once these marks are submitted to the awarding body, they are subject to the external moderation process and as such, marks can be amended up or down. Marks changed because of the external moderation process will be unknown by the Centre until the publication of results in August
- Collate and submit to the awarding body Centre Assessed Marks
- Ensure all candidates are given notification of non-timetabled/practical assessment dates via the agreed communication process
- Advise the Examinations Manager of non-timetabled/practical assessment/visiting examiner dates and any potential clashes
- All non-timetabled/practical assessments are entered onto the staff calendar by completing and submitting to the Exams Office a Calendar Request Form.

1.4 Heads of Year (HOYs)/Inclusion Managers (IMs)
- As appropriate inform the SENCO/Deputy SENCOs/Specialist Assessor with information that may affect access arrangements and reasonable adjustments
- As appropriate inform the Examinations Manager with information that may be required for the special consideration process
- As appropriate inform the Examinations Manager with information that may affect the exam entry process.

1.5 Teachers
- As appropriate inform the SENCO/Deputy SENCOs/Specialist Assessor of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Inform HODs of entry requirements for candidates within their teaching group
- Inform candidates of specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Prepare candidates for the exam, including their responsibilities during exams
- Assist in getting candidates into the exam room in the appropriate manner and identifying candidates from outside the exam venues
- Provide any exam and coursework information required by the HODs
- Review any exam information required by the HODs
- Securely keep material completed under exam conditions to support applications for special considerations and until enquiry about results has passed
- Responsible for making and recording the appropriate teacher assessments for curriculum subjects and keeping evidence to support these assessments
- Responsible for ensuring access arrangements are applied appropriately for coursework and controlled tasks.

1.6 SENCO (Special Education Needs Co-ordinator)
- Responsible for adhering to the requirements as published in the JCQ *Adjustments and Reasonable Adjustments for candidates with disabilities and learning difficulties*
- Fully complies with The Equality Act 2010 definition of disability in carrying out their role
- In collaboration with the Deputy SENCOs identify candidates requiring access arrangements and arrange appropriate testing through the Centre's Specialist Assessor
- Delegates the applications for access arrangements to the Specialist Assessor using Access Arrangements Online (AAO)/JCQ Centre Admin Portal (CAP) and where relevant make written applications to the awarding body

- Must keep detailed records for inspection purposes of a copy of the candidate's approved application; completed Forms 8, 8RF or 9 (where required) appropriate evidence of need (where required) and evidence of the assessor's qualification
- Inform the Examinations Manager of required access arrangements by deadline dates to allow the completion of exam seating in a timely manner
- Arrange for the provision of additional support to candidates to help them achieve course aims.

1.7 External Invigilators

- Understand and follow the JCQ *Instructions for conducting examinations* (ICE) at all times
- Assist in the transportation of exam material from the exam's secure storage facility before and after the exam
- Responsible for completing the check list for all exam venues
- Admit candidates into the exam room on time and in the appropriate manner ensuring they know they are under exam conditions
- Ensure candidates have been identified, marked present and any absentees and additional candidates are reported to relevant Centre staff
- Open and distribute exam papers and other materials to candidates
- Read erratum notices
- Respond to candidate queries and refer as necessary to the Examinations Manager
- Supervise candidates in a quiet unobtrusive manner
- Supervise candidates who need to temporarily leave the exam room during the exam
- Collect exam papers in the correct order at the end of the exam and return them with any other material to the secure storage facility
- Dismiss candidates in an orderly manner at the end of the exam under exam conditions
- Supervise clash candidates between exams
- Complete an Incident Log where required for all issues/incidents experienced in the exam rooms and other exam forms as required
- Report any instances of suspected malpractice to the Examinations Manager.

1.8 Candidates

- It is expected that parents/carers will take responsibility alongside candidates where appropriate
- Check interim and final exam timetables
- Immediately refer any queries to teachers, HOYs/HODs/Subject Teachers or the Examinations Manager
- On the day of the exam check their individual candidate exam timetables and arrive at the exam room before the scheduled start time of the exam
- To be fully prepared for exams with all the required equipment
- To ensure exam requirements on personal conduct are abided by
- To have read and understood all exam and JCQ material sent electronically. The Centre will use multiple communication methods where reasonably practicable
- To have read and understood all exam and JCQ material published onto School website under www.georgeabbot.surrey.sch.uk/examinations
- To inform the school of any difficulties attending exams, such as unexpected late arrival on the exam day, absence or disadvantage on the exam day due to illness or personal misfortune
- To understand specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Understand controlled assessment/coursework/non examination assessment regulations, complete work by deadlines given and sign a declaration that authenticates this work as the candidate's own.

2 The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Deputy Heads and the HODs.

The qualifications offered are:

- A Levels

- GCSEs
- BTECs Level 3
- BTEC Tech Awards
- Level 3 Certificates
- Level 3 Diplomas
- Level 1/2 Vocational Awards
- Entry Level Certificates
- City & Guilds.

The subjects offered for these qualifications in any academic year may be found in the Year 9-11 Curriculum booklet and Sixth Form Prospectus. Where there is a change of specification from the previous year the HODs must inform the Examinations Manager by the first week of July before teaching commences in September. This may be done as part of the estimated entry information collected by the Examinations Manager annually during July or may be provided earlier.

Decisions on which subjects and the associated exams a candidate should take will be made in consultation with the candidate, parents/carers, SENCO, Subject Teachers, HODs and HOYs.

2.1 Key Stage 3

- All candidates will follow the appropriate programme of study as determined by the school
- The school will consider the use of intervention or booster strategies for candidates judged unlikely to attain minimum expected grades.

2.2 Key Stage 4 and 5

- All candidates will be entitled, and able, to achieve an entry for qualifications from an external awarding body
- The school will consider the use of intervention or booster strategies for candidates judged unlikely to attain minimum expected grades
- Candidates will be required to complete coursework, controlled assessments and non-examination assessments, and sit exams to complete the qualification.

3 Public Exam & Internal Assessment Seasons and Timetables

External exams are scheduled in:

- November (GCSE English Language and Maths only)
- January BTEC Levels 1/2/3
- May/June (main summer exam series A Levels, GCSEs, BTECs and Vocational etc)

The awarding body will publish which exams are available during each series. Ofqual regulations grant teachers the discretion to determine exam entries and tiers based on academic data, mock performance and professional judgement. HODs will decide which exam series to enter candidates for, which candidates should be entered, the tier, and complete sign off. Parents/Carers may request a review of an entry decision through the Internal Appeals Policy. This information should be passed to the Examinations Manager before the appropriate deadline.

Once final timetables are available from the exam boards the Examinations Manager will produce and publish final exam timetables on the school website: www.georgeabbot.surrey.sch.uk/

Formal Y10 Internal Assessments will take place towards the end of June. Candidates will be entered by HODs. Candidates will be provided with an individual seated internal assessment timetable, and these will be distributed via the Student/Parental Portal and MCAS (hardcopy where appropriate). In addition, Y10 will undertake a formal RE internal assessment under exam conditions in December ahead of the GCSE exam taking place in the following summer series.

Formal Y11 Internal Assessments will take place in December. Candidates will be entered by HODs. Candidates will be provided with an individual internal seated assessment timetable, and these will be distributed via the Student/Parental Portal and MCAS (hardcopy where appropriate).

Formal Y12 Internal Assessments will take place towards the end of June. Candidates will be entered by HODs. Candidates will be provided with an individual seated assessment timetable, and these will be distributed via the Student/Parental Portal and MCAS (hardcopy where appropriate).

Formal Y13 Internal Assessments will take place in November. Candidates will be entered by HODs. Candidates will be provided with an individual seated assessment timetable, and these will be distributed via the Student/Parental Portal and MCAS (hardcopy where appropriate).

Candidates who access examination board secure material other than through the Centre, run the risk of being considered as being in *Suspected Candidate Malpractice for both external and internal exams.*

4 Entries, Private Entries and Private Non-Taught Modern Foreign Languages

4.1 Entries (School)

HODs, with Subject Teachers and HOYs, will decide which candidates to enter for exams and, if relevant, at which tier. This information must be submitted to the Examinations Manager within the deadlines given. These entries will be known as 'school entries' and funded by the school. Any withdrawal for A Levels will be subject to the approval of the Head of Sixth Form and SLT lead for Sixth Form, and GCSEs will be subject to the approval of the Deputy Headteacher/Head of Centre.

Candidates or parents/carers can request via HODs:

- That a candidate is entered for an exam (first entry)
- That a candidate is entered for a re-sit of an exam
- A change to the tier entered
- A withdrawal of an entry.

Before each exam series, the importing of basedata and the creation of exam entries will be undertaken by the Exams Office.

Completed exam entries will be distributed to HODs and must be checked by the given deadline as communicated by the Examinations Manager. Exam entries will then be locked, and any further changes/amendments must be emailed to exams@georgeabbot.surrey.sch.uk.

The Examinations Manager will inform the awarding bodies in accordance with JCQ deadlines of any conflicts of interest.

This will include any members of Centre staff who are taking a qualification at their own Centre which include internally assessed components/units or, any members of Centre staff who are assessing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. their child) for qualifications which include internally assessed components/units (NEAs). This also extends to Centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units.

The Examinations Manager will also maintain clear records where examinations office staff have members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. their child) being entered for examinations and assessments either at the Centre or another Centre.

This will also include Centre staff taking qualifications at their Centre which do not include internally assessed components/units and Centre staff taking qualifications at other Centres. Additionally, this will include any external invigilator who has members of their family (which includes stepfamily, foster family and similar close relationships) taking qualifications at their Centre.

4.2 Private Entries (On Roll Candidates only)

The Centre will accept private entries for subjects which are being studied independently by candidates only in

Years 10 and above. This includes the retaking of examinations in either the November examination series or the summer examination series. All private entries are payable by the candidates. These entries will be made by the Exams Office from completed forms submitted by the appropriate deadline date.

Where a candidate wishes to take an early additional qualification in a Modern Foreign Language that is taught at the Centre (French, German or Spanish), they can only do so from Year 10 onwards. An admin fee will be charged to cover the cost of administering the exam, including the speaking exam and invigilation, which will be included on the entry form.

Where there is a non-examination assessment involved for candidates retaking a subject(s) previously taught at the Centre, all marks/grades will be carried forward.

The Centre cannot accept a private entry for subjects being studied independently containing a non-examination assessment that has not been taught previously at the Centre.

4.3 Private Non-Taught Modern Foreign Language Entries (On Roll Candidates only)

Candidates on roll only in Years 10 and above, wishing to enter a non-taught modern foreign language where there is a speaking exam to be completed, the Centre can make an exam entry only if the following four criteria are met:

- The language tutor possesses the correct understanding of how to conduct the oral exam according to JCQ regulations and is thoroughly experienced in the delivery of oral examinations according to the awarding body requirements
- The language tutor is not a family member/family friend. Exam entry will be withdrawn if it is discovered that this criterion has not been met. The decision will be reviewed by the Head of Centre outlining any appeal route available
- The tutor initiates the request to access pre-exam material (where applicable) and agrees a mutually convenient time with the Centre to carry out a visit to do this
- The language tutor has taken responsibility to ensure that the candidate knows the correct instructions/guidance regarding the exam topics, how to prepare for the exam and what is allowable and not allowable during the oral exam itself.

If the language tutor cannot meet the demands for all the above points, then the following actions will be taken by the Centre:

- The Centre will look to our external provider REMA or within the Learning Partners Trust for support from colleagues to deliver the oral exam. If REMA are used by the Centre, the cost of this service will be passed onto the parent/carer. Further information on these fees will be provided if this route is chosen.
- If there are no colleagues to support the delivery of the oral exam from either REMA or our Learning Partners Trust, then the Centre will be unable to make the exam entry. In this event, the candidate will need to make their entry via an alternative Exam Centre.

It is important to note that the Centre will only be able to provide support regarding the entry process and the scheduling of the examinations themselves. It remains the responsibility of the parent/carer and tutor to have the knowledge and understanding for teaching the relevant exam specification content, for guiding the candidate in the production/completion of non-examination elements and coursework, and for preparing the student to understand and abide by the rules and conduct for all speaking/written final examinations.

An administration fee for the speaking exam will be charged in addition to the exam entry costs for all non-taught language exams plus any costs related to REMA for the oral component, if used. All information will be included on the entry form.

5 Exam Fees

The Centre will pay all normal exam fees on behalf of candidates. “normal exam fees” are one entry per candidate per subject or unit. These are also known as ‘school entries’. The Centre will pay late entry or amendment fees resulting from changes requested by the Centre. Where late entries or amendments occur because of the appropriate deadline not being met by the Department, the appropriate charges will be levied

against the Department.

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the Centre and result in additional fees or where Candidates have not met the appropriate deadlines.

Candidates or Departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies.

Candidates in Sixth Form who wish to drop a subject that has an associated exam entry and has not returned the relevant form to Sixth Form by their deadline date, may be liable to pay the entry fee if this is outside of the amendment window with the awarding bodies.

The Centre may pay some or all fees (which fall outside of the scope of normal fees as defined above) in cases of hardship when a parent or carer is unable to meet the cost. The Centre requests that a parent or carer who is unable to meet the cost of a request for an entry, change to an entry or withdrawal discusses the case with the HODs or the Exams Office, who will then liaise with the HODs. A decision will be made based upon whether it is deemed an appropriate entry, change or withdrawal for the candidate.

6 The Equality Act 2010, Special Needs, Access Arrangements and Special Considerations

6.1 The Equality Act 2010

The Equality Act 2010 covers general qualifications. All Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

The Centre will recognise its duties towards disabled candidates ensuring compliance with all aspects of the Equality Act 2010. The Centre will explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the Centre provides to disabled candidates in administering their examinations.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO/Deputy SENCOs/Specialist Assessor who will arrange for appropriate testing through the Centre's Specialist Assessor.

The SENCO/Deputy SENCOs/Specialist Assessor will provide subject teachers and the Examinations Manager with details of candidates with special educational needs who are following a line of study leading to an exam. The SENCO/Deputy SENCOs/Specialist Assessor will agree with subject teachers any special arrangements that candidates require during both the course and the exam.

The SENCO/Deputy SENCOs/Specialist Assessor is responsible for requesting modified papers as appropriate from the exam boards and ensuring this is captured on the access arrangements list for candidates.

The SENCO/Deputy SENCOs/Specialist Assessor will inform the Examinations Manager of access arrangements that need to be managed and put in place for any disabled candidates on an individual basis, for the Centre to meet its obligations under the Equality Act 2010.

The ordering of modified papers using *Access Arrangements on- line* (AAO) will be the responsibility of the Specialist Assessor.

The SENCO/Deputy SENCOs/Specialist Assessor will assist the Examinations Manager during a general JCQ Inspection for the Access Arrangements element.

6.3 Access Arrangements

An Access Arrangement is an additional arrangement made available to a candidate which allows them access to an exam equal to that of other candidates. An arrangement may be long term and must therefore reflect the candidate's normal way of working, such as 25% extra time. A temporary access requirement may also be

arranged, such as a scribe for a student with a broken arm.

The SENCO/Deputy SENCOs/Specialist Assessor are responsible for ensuring that applications for access arrangements are made using *Access Arrangements On-line* or in writing to the appropriate awarding body. All applications must be made by the deadline imposed by awarding bodies before each exam series. The Centre will not accept any applications for Access Arrangements after these deadlines except for emergency Access Arrangements on the day of the exam.

The SENCO/Deputy SENCOs/Specialist Assessor will have in place a statement available to parents/carers which details the criteria the Centre uses to award and allocate the use of computers/laptops in internal assessments/public examinations.

The SENCO/Deputy SENCOs/Specialist Assessor are responsible for informing the Examinations Manager of candidates requiring long term Access Arrangements, arranging testing, and providing appropriate evidence to support an application for Access Arrangements.

Candidates are responsible for informing the Examinations Manager of any factors which may require a temporary arrangement. Medical evidence may be required to support an application for Access Arrangements. However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. a broken arm.

Parents/Carers seeking private reports to support an Access Arrangement for a summer exam series, the Centre strongly encourages supporting evidence to be submitted before the Christmas holiday to allow sufficient time for assessment and processing. Applications received later will be considered on a case-by-case basis, subject to JCQ deadlines, available evidence and awarding body requirements. Private reports cannot be used in isolation by the Centre to grant Access Arrangements. These should always be taken in consultation with the SEN department.

Applications for Access Arrangements, including all supporting evidence, will be retained on file in a secure environment within the SENCO/Deputy SENCOs/Specialist Assessor department. These may be subject to inspection by JCQ as part of an Access Arrangement inspection or an examination inspection.

The Examinations Manager is responsible for ensuring that appropriate arrangements are in place for candidates to take exams. The rooming and support of such candidates will be arranged in conjunction with the SENCO/Deputy SENCOs/Specialist Assessor and invigilation will be provided by members of the invigilation team. Any arrangement for disabled candidates will be managed on an individual basis to enable the Centre to meet its obligations under the Equality Act 2010.

Subject Teachers are responsible for ensuring access arrangements are appropriately applied to all assessments internal and external.

Before the main exam series candidates/parents/carers will be informed of Access Arrangements that have been granted. Examination Access Arrangements must continue to be the student's normal way of working within school and if this is found not to be the case then the Examination Access Arrangement may be withdrawn.

6.4 Special Considerations

Special Considerations can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component/unit for acceptable reasons

The Examinations Manager is responsible for ensuring that applications for special consideration are made either on-line or in writing to the appropriate awarding body as soon as it is known a special consideration is required. All applications must be made by the deadline imposed by awarding bodies.

Candidates are responsible for informing the Centre (the Examinations Manager, HOYs, a teacher or an invigilator) of any factors preventing the candidate from attending an exam, any factors which may affect or may have affected the candidate's performance during an exam. Centre staff notified of such cases must inform the Examinations Manager immediately.

Medical evidence from a professional may be required to support an application for special consideration. However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. bereavement at the time of the exam. Centre evidence may sometimes be sufficient.

Evidence requested from the candidate to support an application for special consideration must be supplied to the Examinations Manager.

Applications for special consideration, including supporting evidence, will be retained on file by the Examinations Manager. These may be subject to inspection by JCQ as part of an access arrangement or examination inspection.

The Examinations Manager is responsible for forwarding to teaching staff any requests for additional evidence received from awarding bodies. Teaching staff are responsible for providing this evidence to the awarding body promptly and informing the Examinations Manager of any problems with doing so.

If a candidate is ill at the time of their exam, the Examinations Manager, where possible, will endeavour to apply for a Special Consideration if applicable.

All special consideration requests will be approved by the SLT named staff member who has oversight for examinations.

7 Suspected Malpractice and AI Use in Examinations and Assessments

This Centre will follow and adhere to the JCQ *Suspected Malpractice: Policies and Procedures* for all candidate and Centre malpractice and JCQ *AI Use in Assessments: Protecting the Integrity of Qualifications.* The Centre will make available to candidates and publish on their website a Suspected Candidate Malpractice Policy.

The Centre will have in place and published AI guidance for NEAs for students/parents/carers and AI guidance for NEAs for students/parents/carers for subject specific instructions.

8 Examination Season

8.1 Managing Invigilators

- Invigilators are recruited and used for both internal assessments and external exams
- The recruitment of invigilators is the responsibility of the Examinations Manager
- The Examinations Manager is responsible for ensuring that all new invigilators complete and provide the necessary documents for a Disclosure & Barring Service (DBS) check using the online application system. The associated fees are paid by the Centre
- The processing of all DBS checks is the responsibility of HR
- All invigilators on an annual basis will be required to complete a Casual Workers' Contract provided by HR
- All invigilators on an annual basis will be required to complete the mandatory compliance requirements by the given deadlines
- All invigilators will be required to sign up to the online DBS Update Service
- All new invigilators will undertake all online recruitment assessments provided by HR
- All new Invigilators will undertake the mandatory training before invigilating provided by the Exams Office
- All invigilators are expected to attend the Training and Update sessions held twice a year
- The timetabling of invigilators and briefing on exam days is the responsibility of the Exams Team
- Invigilators will be required to always wear their lanyard whilst on the school site.

8.2 Exam Days

- The Examinations Manager will source all venues suitable for exams and book these ensuring all staff are made aware where assessments/examinations are taking place
- For exams requiring the Use of Large Spaces, the Examinations Manager will liaise with appropriate Centre staff before the start of any exams series to ensure all affected Centre staff are made aware of the priority the Exams Office requires for these venues
- Candidates requiring access arrangements will be roomed accordingly to the guidelines as set out by JCQ
- Premises are responsible for the setting up of the large spaces
- The Examinations Manager will inform the Premises Team of the large spaces required, dates and seating plans
- The Examinations Manager will make question papers, exam stationery and any other materials required available to the invigilating team for distribution to candidates
- The Examinations Manager/Assistant Examinations Officer/Lead Invigilator will start all exams in accordance with JCQ guidelines.
- To ensure there is no breach of conflict with SLT/IMs in exam venues, all support will be provided to the large venues from outside in liaison with the Lead Invigilator
- SLT/HOYs/IMs must not read exam papers or remove exam papers from the exam venue
- SLT/IMs/HOYs/Teaching staff may be present before the start of the exam outside the exam venues to assist with admitting students into the exam venue and the identification of candidates but are not allowed in the exam venues. Teaching staff must not read exam papers or remove exam papers from the exam venue
- Teachers may not be used as the sole invigilator where they have taught the subject being examined
- Invigilators are not permitted to advise on which questions should be attempted
- Exams papers will be distributed to HODs 24hrs after the exam by the Examinations Manager
- Centre staff may be called upon to enter the exam room during the exam to assist the Examinations Manager with a potential problem relating to the exam paper
- Subject teachers are permitted in practical exams to be on hand in case of technical difficulties
- Internal school tests, assessments, revision sessions or coaching sessions cannot be conducted in a room 'designated' as an examination room.
- The JCQ Centre Inspection Service and awarding body representatives may visit centres during exams to carry out permitted inspections. In doing so they are authorised to enter the exam room and question Centre staff and Invigilators on exam arrangements.

8.3 Candidates

- Candidates are expected to comply with the Centre's published rules regarding dress code. Candidates who do not comply with these rules will be reported to the HOY/IM. Any reasonable adjustments relating to disability, religion or protected characteristics will be considered individually
- Candidates must not talk, attempt to communicate with or disturb other candidates once they have entered the exam venue
- This Centre follows JCQ guidelines regarding conduct during exams. Candidates who are disruptive will be managed according to these guidelines and may be subject to penalties or sanctions by the awarding bodies
- Candidates are responsible for bringing with them into an exam all equipment required to complete the exam. The Centre will only supply awarding body materials
- Candidates are not permitted to have on them any unauthorised items such as, but not limited to, calculator case and instructions leaflets, Wrist watches, iPods, iPads, Mobile Phones, Wireless Airpods/Smart Watches/Smart Glasses, Garmin Watches, Tom-Tom Watches, MP3/4 players, fitbits/fitness trackers, any potential technological/web enabled sources of information. Unauthorised items brought into the exam room must be handed in to an Invigilator. Mobile phones and electronic devices must be switched off and placed into bags or left at home. Candidates should note there is no secure storage for these items at this Centre
- All wrist watches analogue/digital are not to be brought into the exam venue. These must be removed prior to entry
- Personal belongings remain the responsibility of candidates and the Centre accepts no liability for their loss or damage

- Bags will be stored either at the back or front of the exam venue as indicated by the invigilator
- Candidates are only permitted to leave the examination room for genuine purposes and must be appropriately supervised. Candidates who leave the exam room temporarily are not permitted to have contact with anyone outside of the exam room or have access to any unauthorised items
- All candidates will be required to stay for the duration of the exam paper and will not be permitted to leave earlier
- Candidates who take any of their extra time in large spaces will be required to stay for the whole of their extra time to minimise disruption of other candidates
- It is the responsibility of the Examinations Manager to inform candidates of when exams are scheduled; this is usually by way of an examination timetable detailing all exams for which the Centre has made entries. Individual seated exam timetables produced by the Exams Office will be distributed to candidates electronically (hardcopy where appropriate). The Centre will use multiple communication methods where reasonably practicable
- The candidate is responsible for ensuring they know which exams they have been entered for and when the exam is scheduled
- Candidates who arrive late for an exam will be managed in accordance with JCQ guidelines. Candidates will be allowed the full time for the exam. However, it should be noted that the awarding body has the right not to accept the script. In making their decision the awarding body will consider the extent to which the security of the exam can be guaranteed. The Centre will submit all required reports to the awarding body where permitted by JCQ regulations
- Candidates who arrive after the exam has ended will not be allowed to take the exam and they will not be awarded marks for the exam paper
- Candidates who are absent from an exam due to illness may be required to provide evidence (e.g. hospital discharge letter, doctor's note) for a Special Consideration to be applied for
- Candidates who are entered for an exam by the Centre but are absent with no valid reason provided, may be invoiced by the Centre. Any decision to charge a candidate will be confirmed in writing together with the reason and any available appeal route
- Candidates issued with a student photo ID card must bring this to all exams and placed on the exam desk. Candidates who have not been issued with a student photo ID card will attend exams in full school uniform
- SLT/IMs/HOYs are responsible for the Identification and Verification (ID&V) of candidates sitting exams in large spaces
- Candidates in large spaces will be required to indicate to the invigilators if they do not have their student photo ID card to allow for the appropriate ID&V to take place before the exam is started
- Candidates in smaller venues will be required to show their student photo ID card to the invigilator before entering the exam venue. If a candidate does not have their student photo ID card, the invigilator will contact the Exams Office to allow the appropriate ID&V to take place before the exam is started
- In all venues candidate photo ID booklets will be included in the invigilator packs for ID&V purposes for invigilators
  Invigilators/SLT/HOYs are responsible for providing the names of any candidate who is absent at the start of the exam to Attendance/Examinations Manager. Attendance/HOY will attempt to establish the reason for the absence and if necessary, attempt to contact the candidate. The Exams Office will keep exam venues informed of the status of any absences
- External candidates must always sign in at Elmslie Office, wear a red visitor's lanyard and have photo ID. They are to be always escorted to and from their exam venues.

8.4 Candidates with Exam Clashes

The Examinations Manger can only identify candidates with exam clashes during the exam seating process. The Examinations Manager will contact candidates/parents/carers as soon as possible for any candidate that breaches the JCQ number of exam hours permissible of 6hrs for A Levels and 5.5hrs for GCSEs in a day, with a plan of action to ensure all JCQ regulations are met.

The Examinations Manager is responsible for making arrangements for supervising candidates required to take an exam at a different time to other candidates. Candidates will be advised of the arrangements individually by

the Exams Office. If appropriate in exceptional circumstances only, this may include an overnight supervision arrangement.

If an overnight supervision is put in place, a candidate will be escorted off site by the responsible adult who has been identified on the overnight supervision form. The candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), email, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

Candidates who have two examinations timetabled for the same examination session that total 3hrs or less (e.g. the combined time of both papers) will only be entitled to a 20-minute supervised break between papers and no revision or eating will be allowed, in accordance with JCQ guidelines.

Candidates who have two examinations timetabled for the same examination session that total over the 3hrs, including extra time, (e.g. the combined time of both papers) will be managed by the Centre and will have a longer supervised break with refreshments and will be entitled to revise under JCQ guidelines. Candidates are advised to bring in suitable refreshments whilst being held as a clash candidate as they will be unable to purchase any food from the canteens.

9 Coursework, Controlled Assessment, Non-Examination Assessment and Centre Assessed Marks

The Centre will be familiar with and adhere to the following:

- JCQ Instructions for Conducting Coursework
- JCQ Instructions for Conduction Non-Examination Assessments
- JCQ Notice to Centres – Sharing NEA material and candidates work

9.1 Coursework

- Candidates required to prepare coursework must do so by the deadline imposed by the subject teacher
- HODs/Subject Teachers are responsible for ensuring coursework is completed according to exam board instructions
- The Examinations Manager is responsible for forwarding to HODs any correspondence received from awarding bodies relating to coursework
- HODs must ensure all coursework is dispatched on time and a record of posting obtained
- HODs will record what has been sent, when and to whom
- HODs must provide copies of marks for all internally assessed work to the Examinations Manager where there is no electronic process
- Cases of suspected malpractice will be investigated by SLT/HODs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

9.2 Controlled Assessment

- The Centre must ensure that it has Controlled Assessment guidelines in place for Staff
- Controlled assessment tasks will be issued by awarding bodies. Each assessment has a shelf life, and it is the responsibility of the subject teacher to ensure they are using the correct task for the year of assessment
- Assessment tasks are available via the examination boards secure website. HODs are responsible for requesting the assessment task from the Examinations Manager
- The subject teacher must ensure the requirements of the assessment, including levels of supervision, are adhered to
- The subject teacher must ensure that deadlines are adhered to
- During the assessment period all assessment material including mark schemes and candidates work must be stored securely. At the end of each session subject teachers must collect and store securely work which is being produced over several sessions
- Subject teachers must ensure electronic work, including that which is stored on memory sticks etc, is stored securely so it cannot be accessed and amended between sessions
- HODs must ensure that copies of all marks are provided to the Examination Manager

- Cases of suspected malpractice will be investigated by HODs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

9.3 Non-Examination Assessment

Non-examination assessments measure the subject specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- Task setting
- Task taking
- Task marking

The Centre will:

- Ensure appropriate standardisation occurs
- Mark assessments using awarding body mark schemes
- Ensure candidates work is authenticated and authentication forms completed
- Enter marks on awarding bodies secure sites in line with deadlines
- Ensure samples are submitted where required by the awarding body

The Centre will adhere to the JCQ NEA Policy and its own NEA Policy when conducting NEAs.

9.4 Centre Assessed Marks

The Centre is obliged to inform candidates of all centre assessed marks before submission to the relevant awarding body deadline dates.

Candidates must also be informed that they have 3 working days to challenge their marks by completing a Review of Centre Assessed Marks form, which can be located on the website under www.georgeabbot.surrey.sch.uk/examinations/ at the bottom of this page. All forms should be submitted to the Exams Office together with payment. The fee relates to the administration of the review process and not to the review itself. Any candidate requesting a Review of Centre Assessed Marks, the Centre is obliged to undertake this review and inform the candidate of the outcome before submission of these marks to the awarding body.

Candidates are to be aware that once marks have been submitted to the awarding bodies these are subject to the awarding body external moderation process and these can be amended up or down prior to the publication of results. Any mark amended by this process will not be known by the Centre until the publication of results in August.

Candidates/Parents/Carers are additionally reminded that marks received for NEAs on result days are excluded from the ROR process following the publication of results in August.

Candidates requesting a Review of Centre Assessed Marks should be made aware that the mark can either go up or down. Candidates should refer to the Internal Appeals Policy which can be found on the school website under www.georgeabbot.surrey.sch.uk/examinations/

10 Results, Summer Season Results, Review of Results (RORs) and Access to Scripts (ATS)

10.1 Results

- The Examinations Manager is responsible for ensuring the Centre receives results on the scheduled day and by the agreed method
- The Examinations Manager is responsible for reviewing results for completeness and preparing for distribution to appointed Centre staff and candidates
- For students on roll, results for the November and January series will be published electronically. The Centre will use multiple communication methods were reasonably practicable. Entries from ex-students, results will be sent to the email address provided on their entry form
- The Examinations Manager is responsible for liaising with awarding bodies to ensure special consideration requests have been processed

- The Examinations Manager is responsible for investigating any issues relating to results
- The Examinations Manager is responsible for ensuring the embargo is in place on the date the results are released by the awarding bodies and removed at the appropriate time on the date results are released to candidates.

10.2 Summer Season Results

- The Examinations Manager is responsible for informing candidates of the Centre's summer results days procedure
- The Examinations Manager is responsible for liaising with senior Centre staff to ensure early access to the school
- The Head of Centre is responsible for making staff available on results day
- The Examinations Manager is responsible for liaising with awarding bodies on missing or partial results received
- All candidates in Years 10, 11 & 12 & 13 will receive results electronically through the school's system. The Centre will use multiple communication methods where reasonably practicable
- Y13 and Y11 candidates only will be invited to collect results in person from the school. Candidates unable to attend in person can nominate another individual but must provide written authority to the Exams Office via email to exams@georgeabbot.surrey.sch.uk to give the results to a third party. The nominated individual must ensure they bring photo ID so that results can be released
- Candidates in Years 11 & 13 the Exams Office will post out by Royal Mail any uncollected results
- Candidates must check their legal name details carefully and inform the Examinations Manager of any changes required. The Examinations Manager will inform awarding bodies of changes promptly to ensure certificates are produced using accurate information
- Centre staff or candidates should raise any concerns about results to the Examinations Manager in accordance with the JCQ guidelines
- External candidate results will be emailed and posted out by Royal Mail.

10.3 Review of Results (RORs)

- A number of services are available. It is the responsibility of the Examinations Manager to inform Centre staff and candidates what services are available and their associated deadlines and cost
- Students in Y10 & Y12 wishing to submit a ROR, this will not be actioned until they return to school in September as the priority is to support Y13 and & Y11 students where their next steps may be of concern. This will still be within permitted timescales for RORs
- Candidates seeking a ROR must provide the full cost of the service to the Centre before the Centre can process the request with the relevant awarding body
- Candidates may request a ROR if there are reasonable grounds for believing the mark scheme has not been applied correctly and consent must be provided on the form
- Candidates in Y13 seeking a Priority Service 2, must independently advise their first choice and insurance choice University that they have applied for this service, otherwise the University will not be able to check any update they receive from UCAS
- Candidates should discuss concerns about results with HODs or other appropriate Centre staff
- The Examinations Manager will make available results documentation to assist in ROR decision making prior to the publication of results
- A request for a ROR must be passed to the Examinations Manager in accordance with the deadlines published by the Centre
- Before a ROR is submitted to the awarding body the candidate must provide the Centre with their consent to request a ROR as marks can either go up or down, which could affect the overall grade
- The Centre may wish to initiate a ROR for a group of candidates, e.g. a whole class. In such circumstances each candidate must provide consent. The cost for this Centre cohort ROR will be picked up by the requesting Department once authorised by the Deputy Head responsible for the examination process
- Candidates must note a ROR will result in one of three possible outcomes; the result may remain the same, the result may be adjusted up, or the result may be adjusted down. Candidates must accept these possible outcomes when authorising a ROR
- The Examinations Manager will forward all RORs to the awarding body following the awarding body's procedures

- Where a candidate has requested a ROR and their overall grade has improved, the candidate will receive a refund for this service
- All forms and relevant costs with deadline dates are published on the main school website under www.georgeabbot.surrey.sch.uk/examinations/
- The result of a ROR is communicated by the awarding body to the Centre via an outcome letter, and the Centre will inform the candidate via the email address provided on the ROR form
- All changes to results will be reflected on the various school systems.

10.4 Access to Scripts (ATS)

- Scripts are available from the awarding bodies. Only the Centre can request scripts on behalf of candidates
- The candidate will be liable for any charges for ATS relating to administration fees the Centre may incur. Candidate consent is required before the Centre can request these from the awarding body
- Centre staff may request scripts to help understand the result awarded for teaching & learning purposes. For the Centre to access scripts for teaching & learning purposes, the candidate must provide their consent via a link to an MS form in the communication sent to them on results day
- Scripts which are subject to a ROR will not be sent to the Centre until after the enquiry is complete
- Students in Y10 & Y12 who submit a request for ATS, these will not be actioned until the students return to school in September, as the priority is to support the Y13 & Y11s where their next steps may be of concern
- The Centre will hold candidate scripts securely and will only be make them available to Centre staff
- Scripts must not be tampered with in any way until after the earliest destruction date as stipulated by JCQ. Candidates who have tampered with returned scripts which then need to be retrieved by the awarding body before the earliest destruction date are liable for malpractice sanctions and penalties as defined in JCQ regulations
- Scripts, no longer required by the Centre, will be destroyed securely. In all cases no script will be destroyed before the earliest destruction date as stipulated by JCQ.

10.5 Appeals following Review of Results (RORs)

- Appeals can only be submitted by the Head of Centre on behalf of a candidate
- An appeal against a moderation decision for CW/CA/NEAs cannot be made on behalf of an individual candidate
- Appeals can only be submitted after the outcome of a ROR has been reported to the Centre and must be made within 30 calendar days of the date of the outcome
- An appeal will only be made if the Head of Centre genuinely believes that the awarding body has not followed due procedures:
    - Has used procedures that were consistent with regulatory requirements
    - Has applied its procedures properly and fairly in arriving at its judgements
    - For AS, A-level and Project qualifications only, has not properly applied the mark/the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way.

11 Internal Appeals Policy

The Centre is obliged to have an Internal Appeals Policy in place for the procedure of raising an appeal for Centre Assessed Marks, Review of Results, Malpractice decisions and decisions made in respect of Access Arrangements and Special Considerations. This can be found on the school website under www.georgeabbot.surrey.sch.uk/examinations/

The Internal Appeals Policy covers:

- Centre assessed marks
- Access arrangements
- Special considerations
- Post-result decisions

All timeframes for appeals relating to the above document in the Internal Appeals Policy.

If a candidate/parent/carer remains unsatisfied following the outcome of an internal appeal, they should refer to the Learning Partners Trust Complaints Policy.

12 Complaints

Candidates/Parents/Carers who wish to lodge a formal complaint, the Centre will adhere to the Learning Partners Trust Complaints Policy.

13 Certificates

- For the summer series certificates are dispatched by awarding bodies to arrive at the Centre around mid-November
- Candidates not returning to George Abbot will be able to collect their certificates from the Centre within a window the following February. Candidates will be asked for proof of identify before certificates will be released. Alternatively, candidates can nominate another individual to collect on their behalf. Again, proof of identify will be required, but requests should be communicated to the Exams Office in advance by email: exams@georgeabbot.surrey.sch.uk and this request MUST come from the candidate themselves and not the parent/carer
- Alternatively, if candidates would like their certificates posted, there will be a fee for this service for certificates to be sent by recorded delivery. All candidates wishing to utilise this service must advise and pay the Exams Team in advance by completing the form on the school website under www.georgeabbot.surrey.sch.uk/examinations/ and submit this together with payment
- Candidates returning to George Abbot will receive their certificates during tutor time and will be required to check and sign before certificates are released
- Replacement certificates are only issued if the candidate agrees to pay the cost incurred. It is the candidate's responsibility to initiate replacement Certificates with the awarding body directly. Where it is proven the Centre has mislaid a certificate the Centre will be liable for the cost
- Certificates issued before the result of an ROR requiring re-issue due to a change in mark will be replaced without charge by the awarding body
- Awarding bodies have strict guidelines for the re-issue of certificates and offer a few alternatives for confirming results when certificates are not available. The candidate should refer to the website of the awarding body for details
- The Centre will retain any uncollected certificates for a minimum of 1 year in accordance with JCQ guidelines. In addition, this Centre will hold any uncollected certificates for an additional year after which they will be securely destroyed in accordance with JCQ regulations and General Data Protection Regulations (GDPR).

14 Emergency Planning

The Centre is familiar with the regulator's guidance on ensuring resilience in the qualification systems and have in place a process for gathering evidence of candidate performance in line with published guidance (Ofqual Resilience Guidance). Internal assessments (mocks) are undertaken by candidates in years 10-13 under formal exam conditions that meet the JCQ regulations and relevant data retained to use as evidence of student performance should Ofqual invoke their contingency plans.

Written NEA data is stored electronically on the schools' network and SharePoint and practical assessment material is captured and stored electronically on the Student Learning Environment (SLE)OneDrive Coursework hand-in.

Should the Centre be the subject of a cyber security attack, the Centre will adhere to the following:

- JCQ Cyber Security guidance for centres
- National Cyber Security Centre (NCSC) guidance
- Learning Partners Trust Cyber Security Policy
- Exams Contingency Policy
- Awarding body guidance

14.1 Emergencies during the Exam

- In the event of an emergency during an exam requiring candidates to leave the examination room, e.g. a fire alarm, candidates should follow the instructions of the invigilating team
- Invigilators must inform candidates that they should close their answer booklet/question paper
- Invigilators are responsible for leading candidates out of the building to the designated assembly point
- Invigilators must take with them the examination register so it is known which candidates are present. The Examinations Manager will inform the person coordinating the roll call of candidates of confirmation. If returning to the exam venue, registers must be taken back with the Invigilators
- For examinations that are not in one of the main large venues, Invigilators must take the registers with them and where possible, the examinations papers
- Invigilators must supervise candidates as closely as possible to prevent any discussion about the exam
- Candidates who fail to follow the instructions of Invigilators may not be allowed to complete the exam or may have subsequent work disregarded
- Centre staff not involved in the co-ordination of other candidates and who have made their own presence known to their line manager may assist with the supervision of candidates outside of the exam room
- Invigilators must record the time of the incident and its duration by completing the Incident Log. Candidates must be given the opportunity to sit the examination for its published duration
- When permitted back into the building Invigilators are required to settle candidates as quickly as possible and ask candidates to open their answer booklet/question paper and to resume the exam to the revised timings displayed on the whiteboards
- The Examinations Manager is responsible for preparing a full report of the incident and the action taken. This must be retained on file and will only be disposed of after all RORs are completed
- Where applicable the Examinations Manager will apply for special consideration
- Where an exam cannot continue due to a major incident, the Centre's Examinations Contingency Plan will be followed and liaison with the awarding body will take place, as appropriate.

14.2 Major Incidents affecting Exams

In the event of an incident, whether limited to the Centre or not, e.g. a viral outbreak within the Centre or a pandemic outbreak, the Centre will follow guidance provided by the Department for Education (DfE) together with relevant Centre/Learning Partner Trust Policies and Exams Contingency Policy.

15 Exam Information and Retention

The Centre will hold exam information for 6 years plus 1. After this period data will be securely destroyed in accordance with General Data Protection Regulation (GDPR) requirements.

16 Useful websites

Centre staff and candidates may find the following websites useful. This is not a comprehensive list of relevant websites.

16.1 Exams Boards

www.aqa.org.uk/
https://qualifications.pearson.com/en/home.html
www.wjec.co.uk/
www.ocr.org.uk/

Awarding body websites contain a vast amount of information for candidates, teaching staff and examination officers including specification information, past exam papers and mark schemes.

16.2 Others

www.jcq.org.uk/

The Joint Council for Qualifications (JCQ) represents the seven largest providers of qualifications nationally - AQA, City & Guilds, CCEA, Edexcel, OCR, SQA and WJEC. JCQ enables the member bodies to act together to provide common administrative arrangements and deal with both regulators and the media. JCQ's website contains all the regulations which the Centre and candidates must comply with.

www.ofqual.gov.uk
Office of the Qualifications and Examinations Regulator (Ofqual). Ofqual is the regulator of qualifications, tests and examinations in England. They are responsible for monitoring awarding bodies to ensure they operate in fair and consistent manner, provide value for money and meet the needs of learners and employers.

17 Private Candidates

This Centre does not accept private candidates. The only exception to this is where a previous candidate has left the Centre and wishes to take an exam in either the November GCSE English Language & Maths series, provided they are not on roll with another further education provider, or the main summer examination series.

Ex-candidates will submit an entry form to the Exams Office and are responsible for the payment of the entry fees. Ex-candidates must pay all fees. If they do not have a sibling on roll at the Centre and no longer have access to the Centres' payment system, an invoice will be sent to them with payment instructions. In addition to the fee charged per exam entry, an administration fee will be charged per candidate to cover costs associated with making these entries. All fees are included on the entry forms.

18 Information

18.1 Requests for Information

If the Exams Office receives a request by a former pupil for past exam history/information or a verification company, the Exams Office will aim to respond to any requests received within 30 days. If a verification company request exam result data, the Exams Office will only respond where we have student permission.

The Exams Office is only obliged to retain exam information for 6 + 1 years, in accordance with the Records Management and Data Protection guidelines.

18.2 Exams Information Webpage

It is the responsibility of the Examinations Manager to ensure that the Exams webpage is kept up to date and maintained with appropriate information.